
**ALBERTA LIBRARY TRUSTEES ASSOCIATION
2022 VIRTUAL ANNUAL GENERAL MEETING
Wednesday, June 14, 2023 at 6:00 p.m.
Via Zoom**

- 1. Call to OrderJenn**
Welcome, introductions
- 2. Approval of AgendaJenn**
- 3. Approval of minutes of 2022 Annual General MeetingJenn**
- 4. Business Arising from the MinutesJenn**
- 5. President's ReportJenn**
- 6. Treasurer's ReportBob**
 - 6.1 Unaudited 2022 Financial Statements**
 - 6.2 Approval of 2023 Operating Budget**
- 7. Election of Officers.....Jenn**
- 8. AdjournmentJenn**

MINUTES

**ALBERTA LIBRARY TRUSTEES ASSOCIATION
2022 VIRTUAL ANNUAL GENERAL MEETING
Saturday, June 11, 2022 at 10:00 a.m.
Via Zoom**

1. Call to Order

As there was a quorum present, J. Anheliger called the meeting to order at 10:27 a.m.

2. Approval of Agenda

MOTION No. AGM-2022-01: To approve the AGM agenda as presented.

Moved by: Wendy Kalkan. Seconded by: Wayne Rothe CARRIED

3. Approval of minutes of 2021 Annual General Meeting

MOTION No. AGM-2022-02: To approve the AGM meeting minutes of June 19, 2021 as presented.

Moved by: Chris Howells. Seconded by: Sandra Marin CARRIED

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. President's Report

Jenn Anheliger spoke to her report in the meeting package.

MOTION No. AGM-2022-03: To accept the President's annual report.

Moved by: Hank Smit. Seconded by: Mike O'Connor..... CARRIED

6. Treasurer's Report

6.1 Review of Unaudited 2021 Financial Statements

Bob Green spoke to the financial statements contained in the meeting package.

MOTION No. AGM-2022-04: To accept the Reviewed Financial Statements as presented.

Moved by: Belinda Halabisky. Seconded by: Hank Smit CARRIED

6.2 Appointment of Financial Reviewer

MOTION No. AGM-2022-05: To appoint Elite Bookkeeping as the Financial Reviewer for the 2022.

Moved by: Bob Green. Seconded by: Don Dingman CARRIED

6.3 Approval of 2022 Operating Budget

Bob Green presented the draft 2022 Operating Budget.

MOTION No. AGM-2022-06: To approve the 2022 Operating Budget as presented/amended.

Moved by: David Atkinson. Seconded by: Hank Smit CARRIED

7. Election of Officers

The following list of officers have been elected:

Area 1	(Peace), Denise Joudrey	2021 - 2023
Area 2	(Yellowhead), Hank Smit	2022 - 2024
Area 3	(Parkland), Bob Green	2021 - 2023
Area 4	(Marigold), OPEN	2022 - 2024
Area 5	(Chinook Arch), Wendy Kalkan	2021 - 2023
Area 6	(Shortgrass) Chris Howells	2022 - 2024
Area 7	(Metro Edmonton), David Atkinson	2021 - 2023
Area 8	(Northern Lights), Jennifer Anheliger	2022 - 2024
EPL	Sandra Marin	2022 - 2022
CPL	Jocelyn Phu	2022 - 2023

Alternates

Area 2	(Yellowhead), Wayne Rothe	2021 - 2023
Area 3	(Parkland), Bill Windsor	2021 - 2023

MOTION No. AGM-2022-07: To approve the election of the officers of the ALTA Board and Alternates.

Moved by: Wayne Rothe. Seconded by: Don Dingman CARRIED

8. Adjournment

MOTION No. AGM-2022-08: To adjourn the 2022 Annual General Meeting.

Moved by: Jenn Anheliger. Seconded by: Mike O'Connor CARRIED

The meeting adjourned at 11:07 a.m.

Approval
of the minutes on

Date

Jenn Anheliger

List of Attendees:

Anheliger, Jenn	Howells, Chris	Pearson, Brad
Atkinson, David	Kalkan, Wendy	Richardson, Dalen
Boman, Tanya	Kolebaba, Carolyn	Rothe, Wayne
Boreen, Lean	Laroque, Leanne	Rudolf, Donna
Covey, Jeff	Logan, Marie	Shorrocks, Pat
Dingman, Don	Manzer, Elaine	Smit, Hank
Green, Bob	Marin, Sandra	
Halabisky, Belinda	Moore, Jerry	
Hockley, Cindy	Murphy, Joy-Anne	

President's Report

Dear members,

Thank you for your continued support and membership with Alberta Library Trustees Association during another ever-changing year. I understand your decision to continue your ALTA membership may have been a difficult one as library boards mitigate difficult financial challenges. Your willingness to support ALTA is greatly appreciated and we value the privilege to connect and get to know our many members.

I would like to thank the ALTA board for all their hard work, dedication, advocacy and passion for libraries. The knowledge and skill that makes up the ALTA board is a phenomenal asset and the key to ALTA achieving success through its members.

Highlights

- Webinar series for library trustees has been completed. We offer 8 webinars for trustees and boards to use for training on important topics as identified by our membership.
- We have created additional opportunities for members to connect with one another through the province.
- Trustee Forum remains a great tool for trustees to discuss important issues.
- Our Monthly coffee chats continue and create a platform for support and education among your library peers.
- In person and virtual board training has allowed ALTA the opportunity to visit our various boards and offer support and education.
- Library Fees remain the same for 2023.

Identified Needs

- Members want more opportunities to learn and network in person.
- Opportunities for in person professional development MUST be cost effective to ensure equity among trustees and Library Boards

2023 will see ALTA look for opportunities to offer in person professional development and networking opportunities. We hope to continue to build strong relationships with our library partners and ensure our trustees receive value from ALTA and the experiences we can offer our members.

It remains a privilege to be able to connect and learn from experienced trustees across the province and provide opportunity to strengthen our impact in our communities by the services provided by local libraries.

ALTA remains confident that we can continue to provide trustees with the tools needed to translate their legislative responsibilities into the skills needed to shape the libraries and communities they serve. Your membership to ALTA ensures trustees become better trained, better informed, more confident, and best able to contribute to their communities.

All the best for a successful 2023.

Regards,

Jenn Anheliger

President – Alberta Library Trustees Association

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Financial Statements

Year Ended December 31, 2022

(Unaudited)

Alberta Library Trustees' Association
STATEMENT OF FINANCIAL POSITION
December 31, 2022
(Unaudited)

	2022	2021
ASSETS		
CURRENT		
Cash	\$ 75,284	\$ 62,289
Accounts Receivable	-	-
GST Recoverable	641	-
Prepaid Expenses	608	254
	<u>76,533</u>	<u>62,543</u>
 CAPITAL ASSETS <i>(Note 2)</i>	 -	 -
	<u><u>\$ 76,533</u></u>	<u><u>\$ 62,543</u></u>
 LIABILITIES		
CURRENT		
Accounts Payable & Accrued Liabilities	\$ 23,224	\$ 25,379
Deferred Membership Fee Revenue	12,738	15,665
	<u>35,961</u>	<u>41,044</u>
 FUND BALANCES		
Unrestricted Funds	40,572	21,498
Internally Restricted Advocacy Fund	-	-
	<u>40,572</u>	<u>21,498</u>
	<u><u>\$ 76,533</u></u>	<u><u>\$ 62,543</u></u>

Alberta Library Trustees' Association
STATEMENT OF OPERATIONS
December 31, 2022
(Unaudited)

	2022	2021
REVENUE		
Membership Fees	\$ 24,825	\$ 27,685
Lorne McRae Grant	-	734
Municipal Affairs Grant	-	23,000
Other Income	9,509	5,636
	<u>34,334</u>	<u>57,056</u>
EXPENSES		
Administration	14,741	34,952
Trustee Education Development (Note 4)	-	23,075
Board Expenses	519	
Organizational Review		2,870
(DEFICIENCY)/EXCESS OF REVENUE OVER EXPENSES	<u>15,260</u>	<u>60,897</u>
	<u><u>\$ 19,074</u></u>	<u><u>\$ (3,841)</u></u>

Alberta Library Trustees' Association
STATEMENT OF CHANGES IN FUND BALANCES
December 31, 2022
(Unaudited)

	Unrestricted Fund	Internally Restricted Advocacy Fund	Externally Restricted Fund	2022
FUND BALANCES - BEGINNING OF YEAR	\$ 21,498	\$ -	\$ -	\$ 21,498
(Deficiency)/Excess of Revenue over Expenses	19,074	-	-	19,074
Fund Transfers	-	-	-	-
FUND BALANCES - END OF YEAR	<u>\$ 40,572</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,572</u>

Alberta Library Trustees' Association
Notes to the Financial Statements
December 31, 2022
(Unaudited)

1. PURPOSE OF ORGANIZATION

Alberta Library Trustees' Association (ALTA) is an organization serving the interests of member trustees throughout the Province of Alberta. The association is incorporated under the Societies Act of the Province of Alberta. The association is a registered charity under the Income Tax Act and is exempt from income taxes.

2. CAPITAL ASSETS

	Cost	Accumulated Amortization	2022 Net Book Value
Computer Equipment	\$ 4,833	\$ 4,833	\$ -
Furniture & Fixtures	900	900	-
	<hr/>	<hr/>	<hr/>
	\$ 5,733	\$ 5,733	\$ -

3. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

4. TRUSTEE EDUCATION DEVELOPMENT

ALTA continued to produce and provide new episodes in its webinar series for Trustees during the year. The cost of \$23,000 related to this activity was accrued and expensed in 2021 to match with the funding cycle.

Alberta Library Trustees Association
Draft Operating Budget
January through December

	2022	2023
	Budget	Proposed Budget
Income & Fund Transfers		
4200 · Service Income		
4201 · Membership Fees	25,000	25,000
Total 4200 · Service Income	<u>25,000</u>	<u>25,000</u>
8000 · Inter-fund Transfers		
8001 · Transfer from Operating Reserve	-	7,500
Total 8000 · Inter-fund Transfers	<u>-</u>	<u>7,500</u>
Total Funds Available	<u>25,000</u>	<u>32,500</u>
Expenses		
6000 · Administration Expenses		
6003 · Insurance	1,500	1,250
6008 · Bank & Merchant Fees	500	500
6011 · Communications	500	500
6012 · Other Admin Expenses	250	-
6013 · Software Subscriptions	-	220
Total 6000 · Administration Expenses	<u>2,750</u>	<u>2,470</u>
6100 · Contract Services		
6101 · Audit Fees	-	150
6103 · Admin & Finance	12,500	12,915
Total 6100 · Contract Services	<u>12,500</u>	<u>13,065</u>
6200 · Board Expenses		
6201 · Annual General Meeting	300	300
6202 · Trustee Recognition	250	250
6203 · Membership to Affiliate Orgs	550	550
Total 6200 · Board Expenses	<u>1,100</u>	<u>1,100</u>
6300 · Trustee Projects		
6302 · Trustee Education & Development	1,000	15,000
6304 · Trustee Awards	100	250
6305 · ALTA Exhibit	1,500	-
6306 · Trustee Resources	500	615
Total 6300 · Trustee Projects	<u>3,100</u>	<u>15,865</u>
Total Expenses	<u>19,450</u>	<u>32,500</u>
Excess of Revenue over Expenses	<u>5,550</u>	<u>-</u>
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Operating Reserve Fund Balance, Beginning of Year		40,572
Transfer to Operating Budget for Trustee Education & Development		(7,500)
Projected Operating Reserve Fund Balance, End of Year		33,072

Election of Officers

The following list of officers have been nominated:

2023 ALTA Board of Directors Election

Area	Director	Alternate
1 (Peace)	Brad Pearson	Open
2 (YRL)	Hendrik Smit	Wayne Rothe
3 (Parkland)	Barb Gilliat	Bill Windsor
4 (Marigold)	Natasha Roberts	Melody Christofferson
5 (Chinook Arch)	Doug Logan	Vic Mensch
6 (Shortgrass)	Chris Howells	Open
7 (Metro Edm.)	David Atkinson	Open
8 (NLLS)	Jennifer Anheliger	Open
EPL	Sandra Marin	

Officers Being Elected are identified in Bold.